

**TREE/BENCH PROGRAM**

Contact the Parks and Recreation Department for information on honoring someone with a tree or bench within our parks.

**SPEAKERS' BUREAU**

Clubs, groups, PTO's: Invite one of our staff members to your meeting and let us keep you informed of our goals and objectives, new programs being planned, and how your tax dollars are being spent for parks and recreation opportunities within Fayette County.

**CONTACTS**

Some of the programs listed in this brochure are administered by contracted individuals or clubs who use county facilities. If a contact name and phone number is listed, please call the individual to register for that program or to obtain more information.

**RESERVATIONS**

Reservations for our outdoor facilities are taken on a first-come, first-served basis. To reserve an outdoor facility, you must apply in person at the Activities House located at 980 Redwine Road. For a fee schedule, check the facility reservation page located in the back of this brochure.

**PICTURES**

Do not be surprised if a staff member captures you on film. Pictures are often taken of participants in our programs/leagues and people using our facilities. We reserve the right to publish these pictures in our publication or web site. If you do not want your picture taken, please let us know upon registration or before we snap that picture-perfect pose.

**SEVERE WEATHER POLICY**

Fayette County has made significant strides in preparing for and warning the public about severe weather. If early warning sirens are activated, programs/leagues could be immediately cancelled or delayed for a general time period.

**JOINT COOPERATIVE EFFORT**

The Fayette County Parks and Recreation Department works closely with the Fayette County Board of Education and other Parks and Recreation Departments within the county. From time to time, functions may be cosponsored in an effort to provide comprehensive activities/events for the entire community.

**PARTNER IN THE PARK**

Become a Partner in the Park and help us keep our parks safe and attractive. Volunteers will be asked to notify us of safety issues, patrol for trash, and assist with fund-raising ideas to help enhance our parks. Contact our office for an application and more information.

**LOST AND FOUND**

Items left in any of the parks are turned in to the association concession stands or our offices. We will keep the items for two weeks and then donate them to a local charity if not claimed.

**PROGRAM EVALUATION**

We are striving to make our programs the best they can be for you and the community. We value your opinions and ideas. Please take the time to complete our online evaluation located on the web site listed below and give us your opinion. We take these results and consider them carefully when planning programs and activities. **We hope that your experience with our department is enjoyable.**

**TRIPS**

Regarding charter bus trips and trips that admission must be paid in advance, refunds will only be given if we can sell your space and ticket. **No refunds for no-shows.** Some of our trips have a waiting list and if you cancel at the last minute or don't show up, you may deprive someone else of being able to attend. Dates and times may be subject to change depending upon the trip. Due to the economy, some trip locations adjust their open/close days after the brochure has been published.

**DISTRIBUTION OF BROCHURES**

Brochures are printed for the Winter/Spring, Summer, and Fall seasons and are distributed in school offices, Fayette County Administration, Library, and the offices of the Parks and Recreation Department.

**MISTAKES HAPPEN**

Occasionally there may be an error in days, times, registration requirements, or fees in this brochure. When such errors do occur, our staff will do everything possible to correct the situation promptly. Thank you for your patience and understanding should these situations arise.

**FEES AND CANCELLATIONS**

All fees are payable in advance. The Parks and Recreation Department does not accept telephone registrations. A person is considered registered when a payment is accompanied by a registration form. Acceptable forms of payments are cash, check, or money order. Individuals must verify that their registration information has been received. Classes that do not attain the minimum enrollment will be cancelled two days prior to the scheduled start.

**REFUNDS**

Refunds will be given to participants if requested in writing five working days prior to a class/program/trip. **A 25% administration fee will be charged for any written request.** Refunds will be given after a class/program/trip begins only with a **doctor's statement of the participant's incapacitation, illness, or injury within five working days from the start of the class.**

Classes that do not attain the minimum enrollment will not be charged an administration fee. If a class or program is cancelled for insufficient enrollment, a refund or credit will be issued. A credit for the amount paid must be used for another program/class/trip and be used within a three-month time period from the date of the cancelled program/class/trip.

**NON-RESIDENT REGISTRATION**

Recreation programs/trips are open to non-residents on a space available basis. Out-of-county fees will reflect a **50% surcharge** in addition to the printed fee.

**RISK INVOLVEMENT**

Many of our programs involve strenuous activities and a certain degree of risk. Inquire with staff for further information regarding the amount of activity expected of participants and the risks, if any, normally associated with the program. By registering for an activity, the registrant acknowledges that he/she is aware of the risks, is physically capable of participating in the activity, and voluntarily accepts any risks involved. By registering for an activity/program, the registrant agrees to hold the county harmless from any damages caused by participation in the program.

**FEES AND PAYMENTS**

Payment of fees is required at the time of registration. After the second class, registration will be closed and no late registrations will be accepted.

**SUPPLY LISTS**

Some classes require a supply list which you will be given at the time of registration. Other classes may have supplies at the first class. Payment for these supplies are paid directly to the instructor.

**AGE REQUIREMENTS**

Each class/program has a minimum and maximum age requirement. The participant must meet this age requirement within the time frame of the class/program. Failure to adhere to these policies will result in loss of registration fee.

**INSURANCE**

Individual accident and health insurance is not provided by the county for participants in the department programs.

**GIFT CERTIFICATES**

Gift certificates are available for any amount and will fit your needs for holidays or birthdays. They may not be redeemed for cash but can be applied to any program/event/league.